

Privacy Notice (How we use your information)

Homes for Ukraine Scheme - Sponsors

Kirklees Council will receive, from the Department of Levelling Up, Housing and Communities, (DLUHC) details of Kirklees residents who have applied to become a sponsor through the Homes for Ukraine Scheme.

We will use those details to carry out suitability checks and for the administration of processes associated with the scheme.

The categories of information that we collect, process, hold and share include:

Personal information relating to the sponsor and those within your household:

- Full name;
- Date of birth;
- Address (including length of time at this address);
- Email address;
- Marital status;
- Gender;
- Contact telephone number(s);
- Property details (eg. number of bedrooms, suitability);
- Safeguarding check outcomes;
- Bank details;
- ID checks.

We may also collect and use:

- Information about your ethnicity;
- Information about biometrics (passports).

This information is classed as “special category data” under the GDPR. We may only collect these data when it is relevant and for the purposes described above.

We also collect information concerning criminal convictions and offences. Particularly we will, where necessary, conduct appropriate Disclosure and Barring (DBS) checks and record the outcomes of those checks. (This is to assess your suitability as a potential sponsor).

We receive most of this information from you, but we may also obtain some of this data from:

- The Home Office (Central Government);
- Department for Levelling Up, Housing and Communities (Central Government);
- Other Central Government Agencies;
- Disclosure and Barring Service Providers.

Why we collect and hold this information

We use this personal data in order to:

- Undertake pre-arrival and post-arrival checks;
- Undertake accommodation checks;
- Undertake address validation checks;
- Undertake Disclosure and Barring Service (DBS) checks on all those living in the household over the age of 16;
- Undertake any other checks required to assess your suitability as a sponsor;
- Administer funds associated with the scheme (e.g. 'thank you' payment scheme);
- Assist with re-matching and move-on accommodation if required;
- Provide you with the support you need as a sponsor;
- Enable us to carry out specific functions for which we are responsible.

The lawful basis on which we use this information

We rely on the following provisions of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) as the lawful bases for processing your personal data:

- Article 6 1(e) - performance of a task.

Some checks may require the processing of special category data and criminal convictions data. The lawful bases for such processing are shown below:

- Article 9 2(g) – processing is necessary for reasons of substantial public interest.

How we store your personal information

Your information is held securely, and we limit access to your personal information to those who have a genuine business need to know it.

We keep your information for no longer than 2 years after the closure of the scheme unless instructed to do so by the DLUHC or the Home Office and we will then dispose of your information by manually deleting it.

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To safeguard vulnerable adults, children and young people;
- To carry out safety checks and suitability assessments;
- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council;
- The Home Office;
- The Department for Levelling Up, Housing and Communities;
- Other Central Government agencies;
- Disclosure and Barring Service providers;
- Other local authorities, including District Councils (should there be a need for re-matching / moving sponsors);
- Other partners such as health and the police.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: Ukrainian.response@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.